The City of New York			
Department of Citywide Administrative Services			
Nonpublic School Security Reimbursement Program			
Invoice Submission Instructions			
Updated: December 2017			
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#### **INVOICE PAYMENT SCHEDULE**

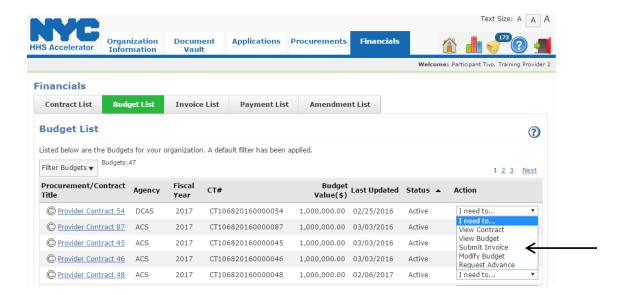
All invoices are submitted on a quarterly basis per the promulgated rules, (regardless of the period shown on the security vendor invoices). The quarterly intervals and end dates are:

Quarter #	Period Dates	<b>Quarter Ends</b>
Quarter 1	Jul 1 - Sep 30	September 30
Quarter 2	Oct 1 - Dec 31	December 31
Quarter 3	Jan 1 - Mar 31	March 31
Quarter 4	Apr 1 - Jun 30	June 30

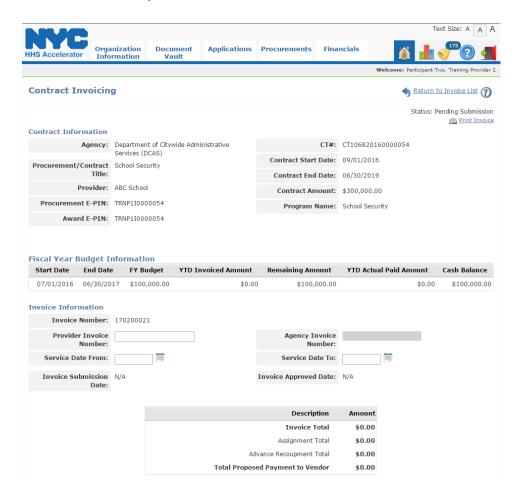
## **INVOICE INFORMATION**

Invoices must be submitted quarterly as <u>a consolidated Invoice</u> in HHS Accelerator. On the Milestone tab, delineate the expenses between Regular Pay and Overtime. See below for an example Invoice for \$74,750 from ABC School:

In order to submit your invoice in HHS Accelerator, navigate to the Budget List and select "Submit Invoice" from the Action drop down:



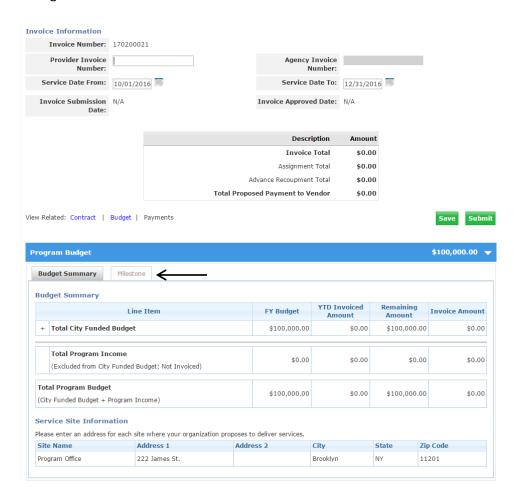
Once the Invoice is initiated, you will see this screen below:



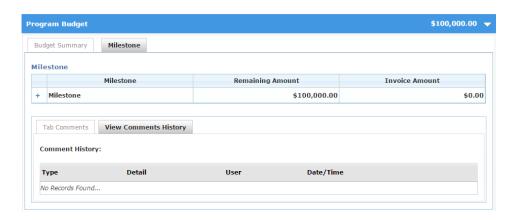
Please enter Provider Invoice Number (School invoice number) and Service Dates in the Invoice Information Section.



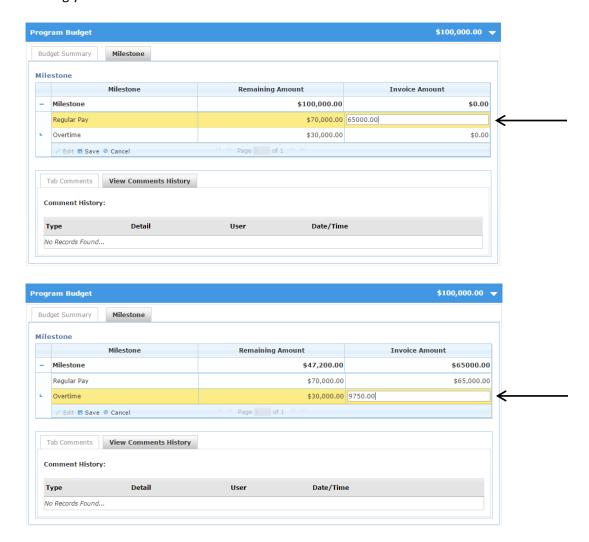
To enter Regular Pay and Overtime amounts in the Milestone tab, click on Milestone tab under the Program Budget section.



Once you open the Milestone tab you will see the screen below.

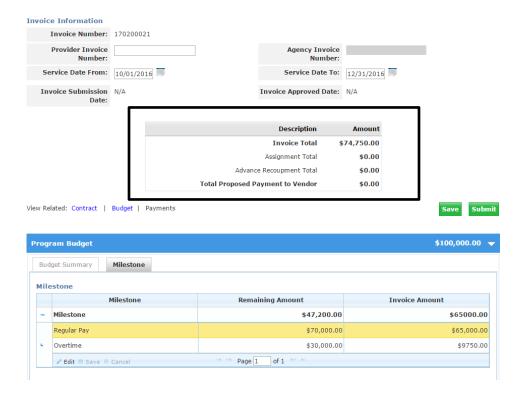


Click on the + symbol next to expand the Milestones. Enter the expenses in Regular Pay and Overtime fields accordingly.



Once you enter expenses in the Milestone tab navigate to the Summary tab to see the screen below. Note that per Local Law 2, <u>overtime cannot exceed 15% of regular pay during the quarter.</u> Schools will receive reimbursement of overtime at 15% max.

Expense amounts from the Milestone tab auto-populate in the Invoice Information Section after clicking "Save".



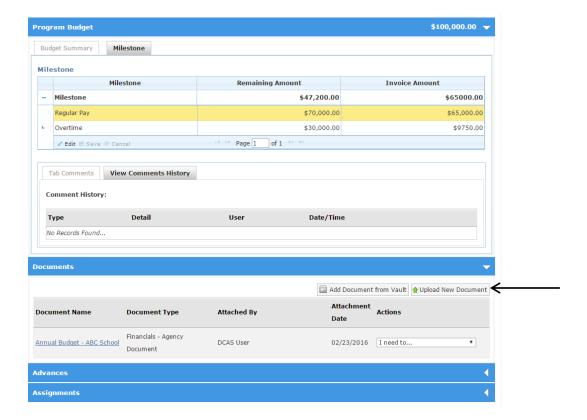
## **DOCUMENTS**

1. All invoices must be submitted with the required documentation.

## Required documents are:

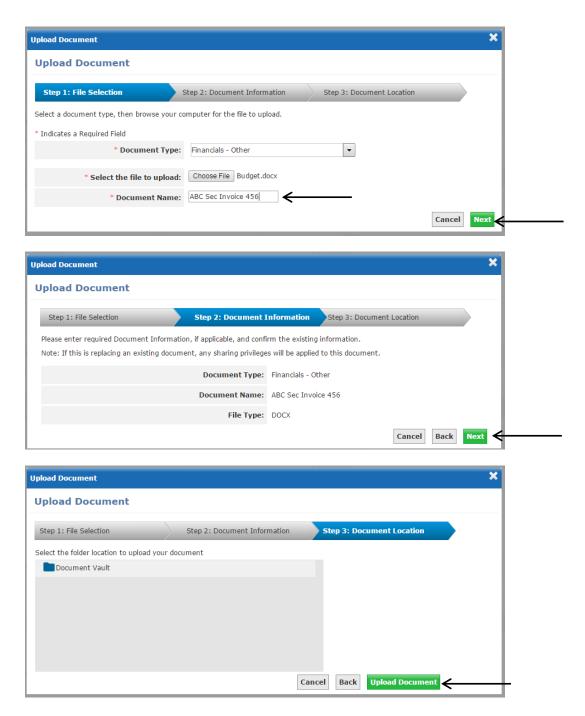
- Certified Invoices from Security Guard Company
- Certified Payroll Reports from Security Guard Company
- Security Sign-in Register (Work Assignment Data)
- Proof of Payment from School to the Security Guard Company (i.e. Cancelled Check or Bank Statement showing ACH)
- Confirmation of approval for Afterschool Activities (email kept at School for Audit purposes)
- School Sign-in Sheet (Kept at the School for Audit purposes)
- Certificate of Insurance, or Renewal Certificate(s) upon original policy expiration, from the Security Guard Company(ies) with which a school has a contract.

To upload a document click on Upload New Documents in the Documents section.

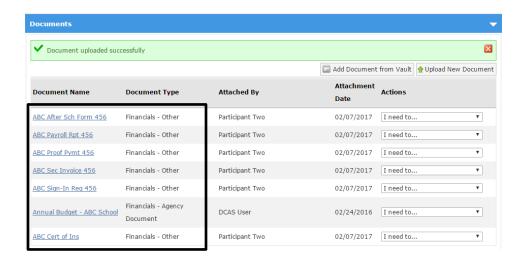


Required backup documents must be uploaded and saved with the following naming convention: Example for Invoice #456 from ABC School

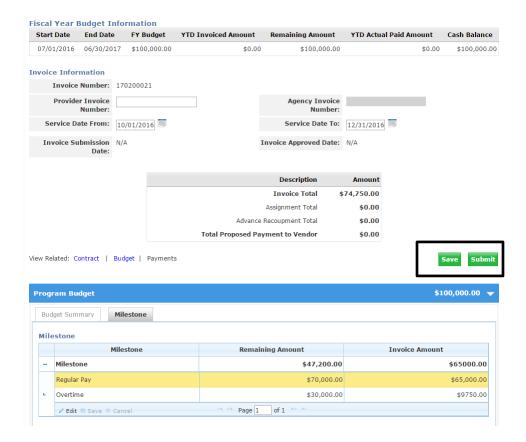
- [school initials] Sec Invoice [number] ABC Sec Invoice 456
- [school initials] Payroll Rpt [number] ABC Payroll Rpt 456
- [school initials] Sign-In Reg [number] ABC Sign-In Reg 456
- [school initials] Proof Pymt [number] ABC Proof Pymt 456
- [school initials] After Sch Form [number] ABC After Sch Form 456
- [school initials] Cert of Ins OR [school initials] Renewal Cert ABC Cert of Ins



After you upload the required documentation you will see this screen. Note the names of the supporting documents.



## Click "Save" and then "Submit".



# **E-SIGNATURE/CERTIFICATION**

The submitter e-signature

Select the box to indicate that you agree to submit the Invoice to the Agency for review.

Enter your "User Name" and "Password" as your signature.

Click "Yes, submit this Invoice" at the bottom of the screen.

Once your Invoice has been submitted, the Invoice Status will change to "Pending Approval" on the Invoice List screen.

DCAS will either approve the Invoice or return it for revision. You will receive notification and alerts, in the system and in your email inbox, if actions are required by your organization.

## Please note:

All documentation must:

- (1) Be signed by an authorized signatory, or their successor, identified in the application submitted by each school;
- (2) Include the School's Federal Taxpayer Identification Number; and
- (3) Include the full contract number associated with the School's registered Memorandum of Understanding (e.g. Contract #: CT1 856 2017[0000000])